



## **Access to Educational Records**

Missouri University of Science and Technology  
Office of the Registrar

103 Parker Hall  
300 West 13th Street  
Rolla, MO 65409-0930  
Phone: (573) 341-4181  
fax: (573) 341-4362  
registrar@mst.edu  
<http://registrar.mst.edu/>

In accordance with Public Law 93-380, the Family Educational Rights and Privacy Act of 1974, Missouri S&T is required to inform currently enrolled students of their rights to access of certain education records.

Education records maintained by Missouri S&T and available to students are financial aid records, students' cumulative advisement file, student health records and disciplinary records, the student personnel folder and the cumulative scholastic record.

To request access, contact the following offices:

Student Financial Assistance  
Bridgette Betz, Director  
Student Financial Assistance, G-1 Parker Hall

Student Health Records  
Student Health Services, 1200 N. Pine Street

Disciplinary Records  
Barbara Prewett, Manager of Judicial Affairs  
106 Norwood Hall

All other Educational Records  
Deanne Jackson, Registrar  
Registrar's Office, 103 Parker Hall

Any student may review upon written request, his or her records and, if erroneous information is included therein, may request the expunging of such information. Written request must be made to the officials named above for access to records desired. Students desiring reproduction of education records will be charged a per copy rate based on current actual reproduction costs.

A Missouri S&T student wishing to challenge the content of any erroneous record may request an opportunity for a hearing to insure that the records are not inaccurate. Missouri S&T officials charged with custody of education records will attempt to settle informally any disputes by meetings and discussions with the student. If a formal hearing is necessary, the student or the Missouri S&T official charged with the custody of the education records may request such a hearing by submitting a request in writing to the Chancellor, who will appoint a hearing officer or a hearing committee. The hearing shall be conducted and decision rendered by an appointed official or officials who shall not have a direct interest in the outcome. Either party may appeal the decision of the hearing to the Chancellor. Appeal from the Chancellor's decision is to the President. Appeal from the President is to the Board of Curators.

Missouri S&T designates as "Directory Information-Public Information" the following categories of information: student name, e-mail address, address and telephone listing (including local and permanent address), major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, student level, and full- or part-time status. A student wishing to restrict the release of "Directory Information" pertaining to him or her is to advise the Registrar in writing not later than the second week of classes. Any student wishing to obtain a copy of the complete guidelines governing the protection of the privacy of student records under the Public Law may do so by going to the Registrar's Office in 103 Parker Hall.

The Missouri University of Science and Technology may permit access to or release the educational records of students without their written consent to a school official with legitimate educational interest. A school official is determined to have legitimate educational interest if the information requested is necessary for that official to (a) perform appropriate tasks that are specified in his or her position or by a contract agreement; (b) perform a task related to a student's education; (c) perform a task related to the discipline of a student; (d) provide a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.

A student wishing to file a complaint with the United States Department of Education regarding university failures to comply with FERPA should address such a complaint to:

Family Compliance Office  
United States Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605